

**Notes from the URGWOPS Interdisciplinary NEPA Team meeting; October 12, 2000;
1:00 PM; Corps of Engineers Conference Room, Albuquerque**

In attendance:

Karen E. Browne, NMED/SWQB

Art Coykendall, USBR

Ellen Dietrich, SAIC

Don Gallegos, Corps

Tanya Gallegos, CH2M Hill

Hector Garcia, USBR

Rhea Graham, NMISC

Bill Leibfried, SWCA/NMISC

Charles Lujan, Pueblo of San Juan

Julie Maitland, NMDA

Mike Marcus, SWCA/NMISC

Clay Mathers, Corps

Tracy Matthews, NMISC

Robert Padilla, USBR

Steve Piper, USBR

Gary Rutherford, Corps

Gail Stockton, Corps

Julie Tsatsaros, NMED/SWQB

Rae Van Hoven, NMSHTD

Dave Wilkins, USGS

- ❖ Rhea Graham opened the meeting and, after introductions, asked the technical teams to identify who will attend the last two scoping meetings. She also went down the list of technical teams to have the team leaders report on team meeting schedules, assigned EIS Managers, and meeting notes. The tables below list the information discussed.



Technical Team	Las Cruces Scoping Rep	Socorro Scoping Rep
Cultural Resources	Ron Kneebone	Ron Kneebone
Riparian	Claudia Oakes	Claudia Oakes
Recreation	No representative	Cynthia Piirto?
Water Quality	Karen Browne	Rolf Schmidt-Peterson
Aquatic Habitat	Rick Fike	Rick Fike
Land Use, etc.	Gary Rutherford	Gary Rutherford
Geomorphology	Darrell Eidson	Darrell Eidson, Robert Padilla
Support Team	Las Cruces Scoping Rep	Socorro Scoping Rep
GIS	Ellen Dietrich	Ellen Dietrich
Water Ops/URGWOM	Wayne Treers	Don Gallegos
Hydrology/Hydraulics	Doug Wolfe	Doug Wolfe



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Technical Team	Team Leader	Regular Meeting Date/Time	EIS Manager	Handout of Meeting Notes
Cultural Resources	Ron Kneebone*	Unknown	Gail	no
Riparian	Art Coykendall	Unknown—Next meeting 10/30 at USBR	Leann	no
Recreation	Cynthia Piirto*	Unknown	Gail	no
Water Quality	Julie Tsatsoros*	First Wednesday of each month, 9:00 a.m. at the State Land Office	Rhea	yes
Aquatic Habitat	Fike/Garcia	Second Tuesday of each month, 9:00 a.m. at Corps	Rhea	??
Land Use, etc.	Gary Rutherford*	Second Thursday of each month or every other month, 9:00 a.m. at Corps	Rhea	??
Geomorphology, etc.	Robert Padilla	Last Monday of each month, 9:00 a.m.	Leann	??
Support Team	Team Leader	Regular Meeting Date/Time	EIS Manager	Handout of Meeting Notes
GIS	Clay Mathers	Varies—next meeting 10/19, 9:00 a.m. at Corps	Gail	yes
Water Ops/ URGWOM	Don Gallegos	First Thursday of each month, 1:00 p.m. at Corps	Gail	??
Hydrology/ Hydraulics	Wolfe/Shafike	Unknown	Gail	no

* = Acting Team Leader

- Riparian Technical Team: Art Coykendall reported that they were informed that the current USFWS team member will no longer be involved, so **a new representative from that cooperating agency is needed.**
- Recreation Technical Team: A meeting was scheduled for October 11, but no one except the team leader attended. The Management Team will make an effort to get more participants on this team.
- Geomorphology: The last meeting was held on September 25, and the next meeting will be a work session on October 13.
- GIS: The first team meeting was held on September 6, and the next is scheduled for October 19.
- Water Operations: The last meeting was held on October 6. The team requests that **each technical team send a representative to their next meeting on November 2 at 1:00 p.m. at the Corps.** The team needs a Bureau of Reclamation representative from the Albuquerque office.
- Hydrology and Hydraulics: Team members have been meeting with the Geomorphology Technical Team.

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- Rhea informed the technical team leaders that the Management Team intends to keep all of the displays from the scoping meetings together for use in other meetings and presentations. If the technical team needs any of the materials, let one of the Project Managers know.
 - ❖ The next URGWOPS Steering Committee meeting will be held on December 6 at 3:00 p.m. at the Hyatt in Albuquerque, after the WRI conference. A signing ceremony with cooperating agencies will be held at the beginning of the meeting.
 - Rhea asked for comments on the draft letter to Steering Committee members that was distributed.
 - At the meeting the members will receive copies of the MOA for the Joint Lead Agencies and the Work Plan.
 - Each technical team will present information on its Plan of Study to the Steering Committee, so a draft should be completed by then. The Steering Committee members are taking their participation seriously, so the technical teams should expect useful critical comments on the Plans of Study.
 - Gail added that Steering Committee membership may change over time, as needed. Participants can be added by the Executive Committee as interested groups are identified.
 - Charles Lujan said that the Project Managers will have to keep the Native American groups better informed if they want participation in the Steering Committee and in the project. He mentioned the Water Operations Review at a recent Indian Resource Advisory Council (IRAC) meeting and was surprised to learn that no one knew about the Review. He encourages giving a presentation to the All Indian Pueblo Council because many of the governors need more information.
 - The Project Managers did give a presentation to the IRAC, but follow up is needed.
 - ❖ Technical Team Workshop
 - **A facilitated workshop is planned for all technical team members, preferably sometime in the first two weeks of November.** The goal of the workshop is to have all Resource Team members discuss and review their Plans of Study to identify overlaps, gaps, and potential interactions. The Support Teams should plan to attend and bring their Plans of Study, but because these plans rely on the needs of the other teams, they will be completed later.
 - The preferred date is the day of the next regularly scheduled ID NEPA Team meeting, November 9.
 - The technical teams should try to use the template that is part of the notebooks and has been distributed previously, in hard copy and electronically. If the template does not work for a team, the presentation should include an explanation of why it was not used.
 - ❖ Ellen Dietrich distributed and discussed a handout that summarizes the purpose and composition of an Administrative Record.
 - The Administrative Record keeps track of the resources that are used as source data for every aspect of an EIS. The purpose is to maintain a record that supports the information and conclusions in the EIS and any technical documents, in case there are questions at any stage of the NEPA process.
 - Related to the Administrative Record is the archive of the actual references and correspondence that the Administrative Record tracks.

- If a reference is cited in the document, it needs to be able to be made available to whomever requests it. The lead agencies will need to have access to the references quickly, so the Administrative Record and the archive facilitate access to references.
- Keeping track of all resource information used, whether from a website, a personal conversation, fax, or e-mail is important. Technical team members should include everything referred to when gathering thoughts and planning methodology.
- Technical Team meeting notes consisting of who was there, highlights of what was discussed, key decisions made, action items, and the date of next meeting should be included in the list of items to be included in the Administrative Record.
-  Contact information should also be documented. See example in handout of a contact report that can be used. Ellen will e-mail a version of this to all technical team members who should recommend changes to tailor it for the Water Operations Review. A process for tracking contact reports was discussed. Technical team members should
 - Review and recommend revisions to the contact report to a Project Manager when they receive it.
 - Complete contact reports as needed.
 - Send the completed contact report to a central location designated by the Project Managers to be entered into the database when it is developed.
 - It was recommended that each technical team be given a code (i.e. WQ for Water Quality) and assign numbers for each contact report before it is submitted for data entry.
- A system for keeping track of all references needs to be set up. With three JLAs and many cooperating agencies, the Administrative Record will be complex. A database set up to track all references is the best. That way, information doesn't get lost because there is a tracking system. The system will have to be developed for this project as soon as possible.
- Julie Tsatsaros cited experience from the state's TMDL record as an example of the need to keep track of references. They have received requests for reference material from the public and were expected to provide the reference list and copies of the materials quickly.
- Project management could choose to not store all data centrally, but information must be obtained from the storage place, if requested. The TMDL program uses separate dockets for information consulted but not cited in a document.
- Plans of Study will identify some of the documents to be included in the Administrative Record. Technical teams should select the relevant references for use and assemble them.
-  **For now, technical teams should establish a storage location and a system for keeping track of information and references** that will be included in the Administrative Record once the system is set up. All documents developed by technical teams, like the Plans of Study, should be labeled "Draft" at this stage of the project.
- Storage of confidential material may be in a separate location. Confidential materials would not be used as a citation in the document. A review by the Supreme Court of the Klamath decision related to confidentiality of agency/tribal documentation may change the definition of what is confidential.

- Work items are confidential until the work product is completed. Meeting notes are public. The public can obtain information about project aspects if they attend the meetings.
- Keeping track of the references used can also help to assess the quality of data used.

❖ URGWOPS Web Site

- ID NEPA Team meeting notes are current as of the August meeting.
- Comments from the scoping meetings will be posted soon. **Technical teams should note which comments pertain to their team and consider them when developing Plans of Study.** The comments are in chronological order so tapes of the meetings (all but Chama) can be viewed if additional information is needed.

- ❖ **The next ID NEPA Team meeting will be held on November 9.** Participants will be notified when the meeting will start. If this date is the scheduled workshop, the meeting may last all day.